

LIBRARY AIDE – BRANCH
24 Hours per Week
Two Positions

SALARY RANGE: \$15.88 - \$21.27 per hour

CLOSING DATE: January 9, 2015

ABOUT THE JOB: The Library Aide-Branch combines some essential functions of the Library Aide 1, Library Aide 2, and Library Reference Assistant classifications to provide efficient, professional, customer-oriented service throughout the library.

ESSENTIAL FUNCTIONS OF THE JOB:

- Check library materials in and out of the library, register patrons for library cards, assist patrons with the use of library equipment;
- Provide ready-reference assistance to locate materials for the patrons;
- Shelf library books and materials in numerical or alphabetical order;
- Assist or provide programs and presentations such as story times and tours;
- Handle and process interlibrary loans;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED with experience working with the public and exposure to clerical work or an equivalent combination of education and experience.

Requires daily crouching, crawling, kneeling, lifting, stooping, bending, reaching and standing for 30 minutes at a time; lifting, moving or carrying objects between 20 and 50 pounds; using step stool to reach high shelves; regular evening, weekend and holiday work.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

